

Thursday, October 13, 2022 at 6:30pm

Town Office, 1 Dalton Road, Brentwood NH 03833

Committee Members in Attendance

Stefanie Lewendon, Denette Schlager, Josh Bertoulin, Becky Dunham, Bridget Zacher

Committee Members not in Attendance

Leddy Bedard, Steve Dawson

Advisory Members

Russ Kelly (Selectboard)

The meeting was called to order at 6:40pm.

Administrative

- Members approved the minutes from August meeting 5-0-0
- Stef is drafting the Facebook announcement for the November Newsletter, Becky to review and is due to Robin on Saturday, 10/15/22

There was discussion about sub-committees not being obligated to post their minutes on the town website. Stef is discussing with Karen as our sub-committee notes have been requested. If we put ours up, will all sub-committees need to do the same?

Recommendation for Subcommittee Creation Process

- Per a request to Stef about what is needed to start a sub-committee, Steve has drafted a "subcommittee creation process." This has been distributed to our committee to review
 - Karen has already reviewed and added input. Committee to review this month with the goal to finalize and publish by the November meeting
- Statement of interest form - a new subcommittee has expressed interest and a "statement of Interest" form was created by Stef and Steve, approved and is already in use
- Brochure/ Handout - Committee discussed what information should be collected about our town committees, and Becky expressed interest in adding something to the new resident packet
 - Stef to write intro to survey for the committees
 - Josh and Denette to create Google form/ survey questions
 - Send draft out to the committee to review prior to next meeting

Town Facebook Page/ Social Media

- Phase 1 and Phase 2 complete except for the BNL (scheduled to be announced in the November issue)
- Phase 3 includes the town social media presence, identifying all town pages to partner and coordinating consistent presence/ branding across all pages - target date is November 30th

Discussion - Stef, Bridget, and Denette to meet with Daphne to offer support with any issues or questions and to help create a Facebook calendar, etc. Can we link to other committee Facebook pages? Josh - we want to be sure that whoever is posting signs the social media form before we link them to the town Facebook page.

Establish Town Communication Needs

Discussion on survey questions for collecting needs from town entities

- Stef to send email to planning committee chairperson (Kristin Aldred Cheek) to request master plan survey results

Website exploration

Discussion - Josh has spoken to two companies this month. He has a 2nd meeting scheduled with one. What do we pay for the town maintenance now? Committee talked about looking for a budget for numbers/ costs from the library and police department since they have their own websites. Josh is asking for info on surrounding towns and what package they are on. He is also asking for references from Danville, Fremont, Exeter, Epping.

- Meetings -Josh to schedule 2nd meeting and invite committee members to attend if possible - Stef/ Josh to check with Karen on who should be included
- Website development and maintenance costs - Josh asking companies for packages/ costs that other surrounding towns are on
- References - Josh asking for surrounding town references to contact directly
- Budget - does this need to go out to bid, or are there already funds set aside for website maintenance/ development - what are they? Need to reach out to Selectboard
- Other town websites - committee to ask library, police, rec and fire department for information and budget numbers

Public Comments

Russ - camera/ recordings for public meetings seem more complicated than it needs to be. Josh was looking at recording - grants were being offered to towns during the pandemic - worth some research. How do we make our town government more accessible?

- Stef - suggested that a board alternate or expert tech added to our board
- Josh - to reach out to a few places for quote

Motion to adjourn by Stef, seconded by Becky, Motion passes 6-0-0.

Meeting adjourned at 8:06pm

Next meeting November 10th at 6:30pm at town office

Minutes written by D. Schlager